

# **INTEGRATED BARCODE SYSTEM IBS**

## **LOCATION AUDIT PROGRAM (LAP) 7200**



Last updated: Mar 10, 2003  
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## **IBS/R-SUPPLY LOCATION AUDIT PROCESS (LAP)**

The LAP helps personnel physically validate the quantity of the material in a particular storeroom location to ensure it agrees with data on the Host file. Personnel usually schedule LAP immediately before a scheduled inventory. The timing of the location audit is essential to ensure that an inventory has a 100% LOCATION VALIDITY. A well-managed LAP accomplishes the following;

1. Improves inventory accuracy and supply efficiency
2. Ensures maximum utilization of available storage
3. Reduces the efforts required to conduct an inventory

In addition to selecting records for validation, you can use a LAP and the reports generated to identify the following:

1. Items selected as new location candidates
2. NIIN records not listed on the Host.
3. Report of other Host locations for consolidation.

Note: Audit all locations in a storage area at least once a quarter or follow your TYCOM instruction.

The following steps for Location Audit Process (LAP) are as follows:

Step1: Prepare Symbol Scanner for Location Audit

- a. Select Terminal Admin
- b. Select Clear Data
- c. Choose LAP
- d. When PROMPT message “Are you sure you want to clear this data file?” appears, answer “Y”.
- e. Press continue, then exit back to the main menu.



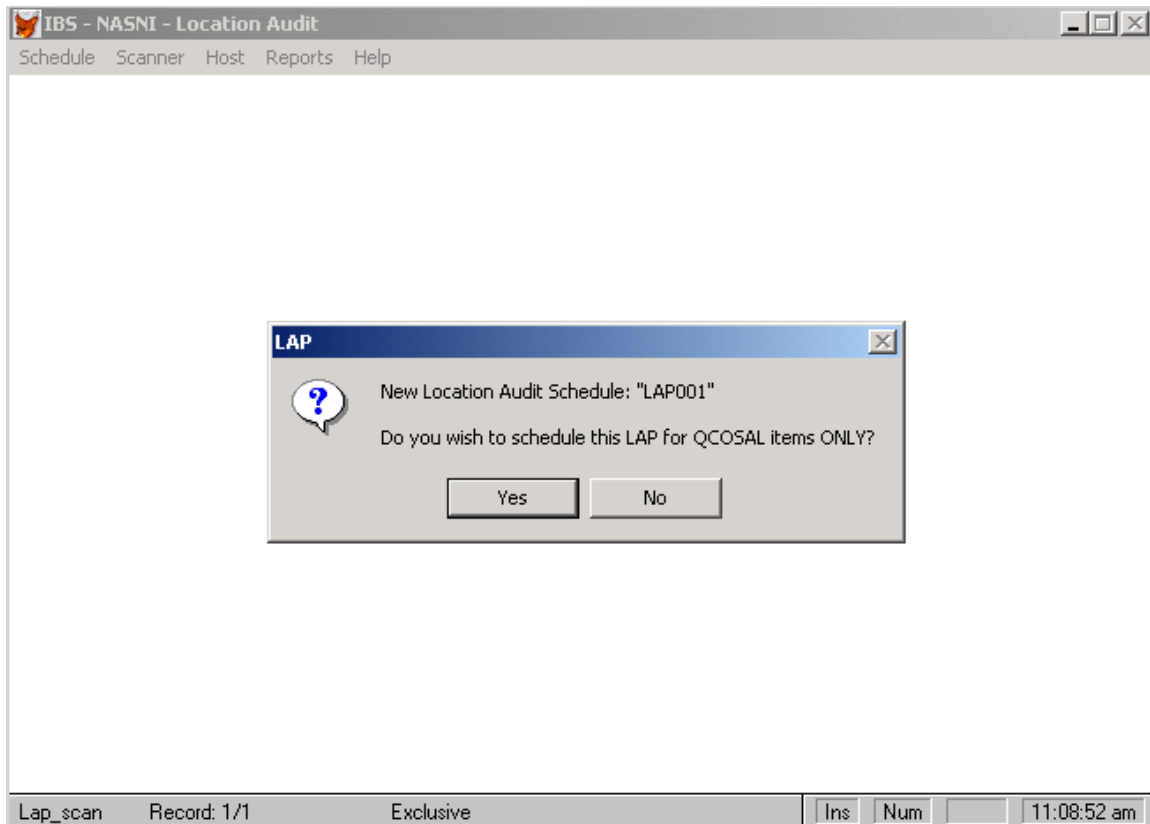
**Figure A**

Step 2: Conduct LAP using the SYMBOL Scanner 7200

- a. Select Location Audit
- b. Press LAP add/edit/review
- c. Enter Schedule Name, User ID, commonly the user's LAST and FIRST initial plus last four digit of the SSN
- d. Scan current location.
- e. Scan the NIIN(s) of the item(s) within that location
- f. When done exit back to LAP main menu.

Step 3: Transfer the LAP data from SYMBOL Scanner to the IBS-NTCSS PC

- a. On the IBS-NTCSS PC, go to Location Audits
- b. Select Scanner>Transfer from Scanner
- c. Select Symbol 7200, (wait for the screen that has one green check mark)
- d. Place the scanner on the SYMBOL Scanner CRADLE (attached to the PC)
- e. Select Transfer to PC, press continue
- f. A message "The data file has been received from the scanner" is displayed. Click "OK"
- g. Another message "New location Audit Scheduled –Do you wish to schedule this LAP for QCOSAL items ONLY? Click "NO" (FIGURE B)



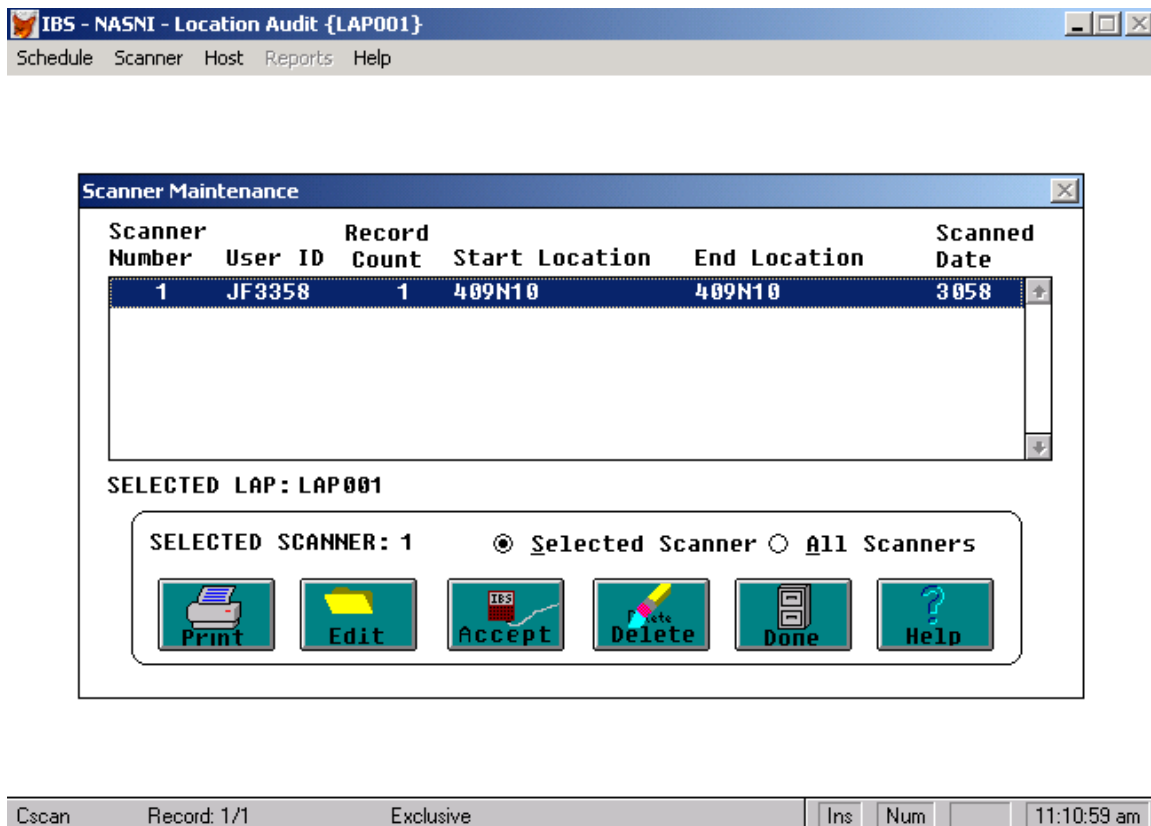
**Figure B**

**Step 4: Print the LAP Location Download Report**

- a. On the IBS-NTCSS PC, go to Location Audits
- b. Select Scanner>Scanner Maintenance
- c. Highlight the Scanner number you have just transferred
- d. Select Print and the Scanner Maintenance Report screen will appear (FIGURE C)
- e. Make selection (s), then click "Print"
- f. Select done and to return to the Scanner Maintenance screen.

Note: (OPTIONAL) If the EDIT process for the Location Data is required the following steps should be applied;

1. Highlight the Scanner number requires editing
2. EDIT and make the necessary corrections
3. Select Update
4. Select DONE and will return to the Scanner Maintenance screen.
5. Do not press any keys until the next step (5) is applied



**FIGURE C**

Step 5: ACCEPT or DELETE the LAP (Remain in Scanner Maintenance Screen)

- a. Highlight the Scanner number (schedule name) requires processing
- b. ACCEPT or DELETE.

**For Screen Sample Refer to Figure C**

Step 6: Transfer LAP Data from IBS-NTCSS PC to the SERVER

- a. Go to IBS-NTCSS PC> Location Audits
- b. Select HOST and click on EXPORT NIIN FOR HOST MATCH (Note: This will create a file called JSI247.lap) (FIGURE D)
- c. Go to R-Supply
- d. Select File>Utilities>File Transfer>Batch File Transfer
- e. Select Transfer to SERVER (FIGURE E)
- f. On Process-Scroll down arrow and find JSI247-IBS Location Audits
- g. File Name: click "Browse"; then highlight JSI247.LAP; click "Open"
- h. Type on Drive C:\programfile\ntcss\sup1cl\data\xfer\ibs
- i. Click on the APPLY button  
Note: A screen message will display (File Transfer, Completed Successfully/h/data/local/SUP1BT/tape\_in/JSI247 created)
- j. Click on the OK button; then close Batch File transfer screen.

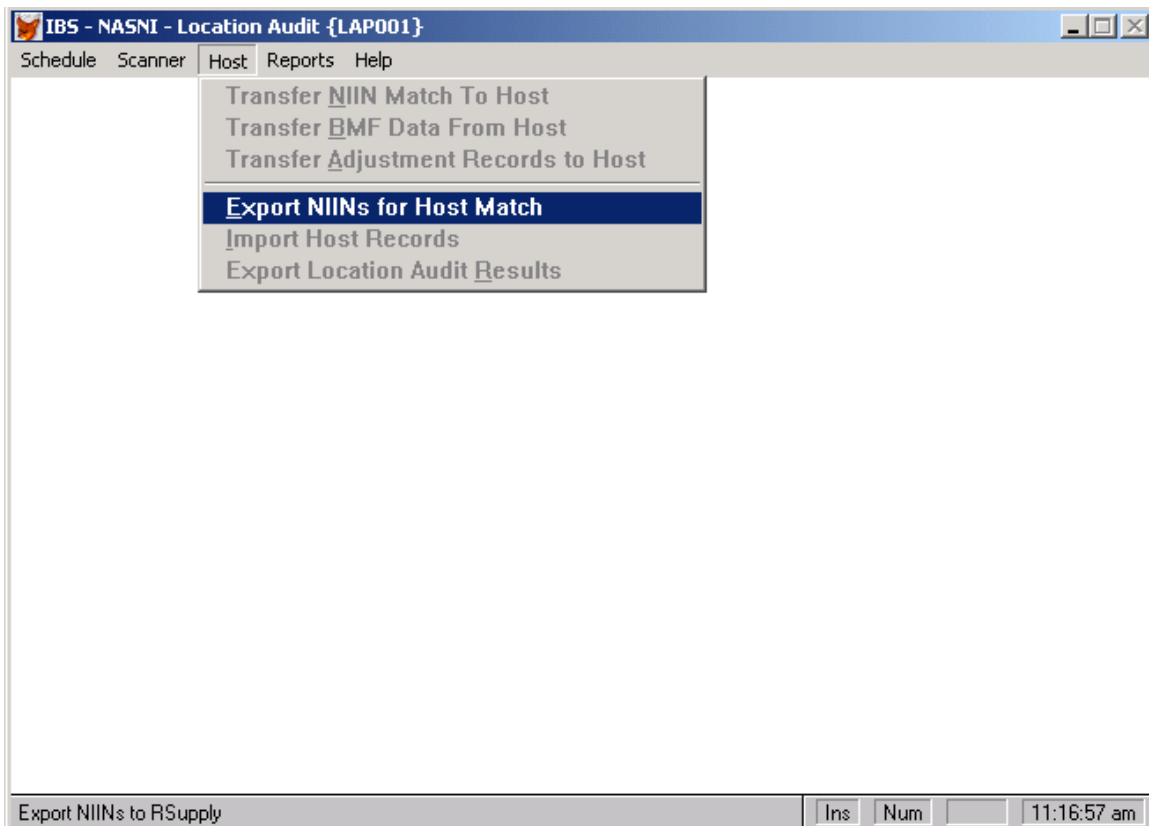
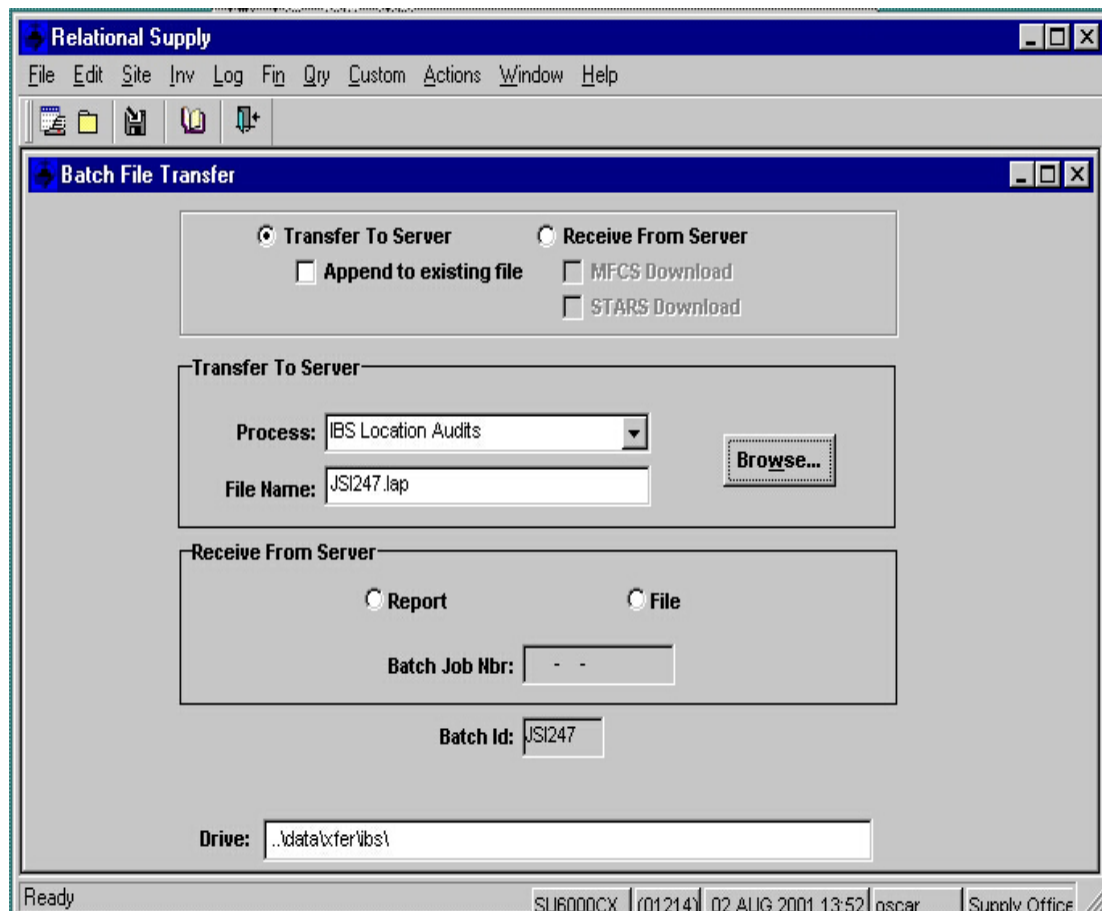


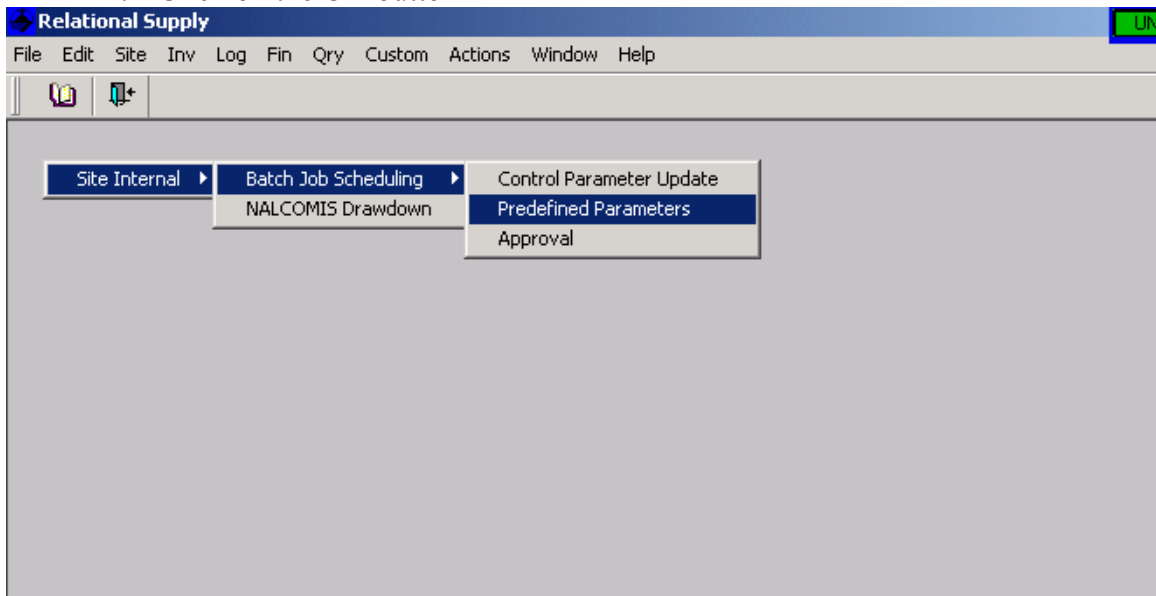
Figure D



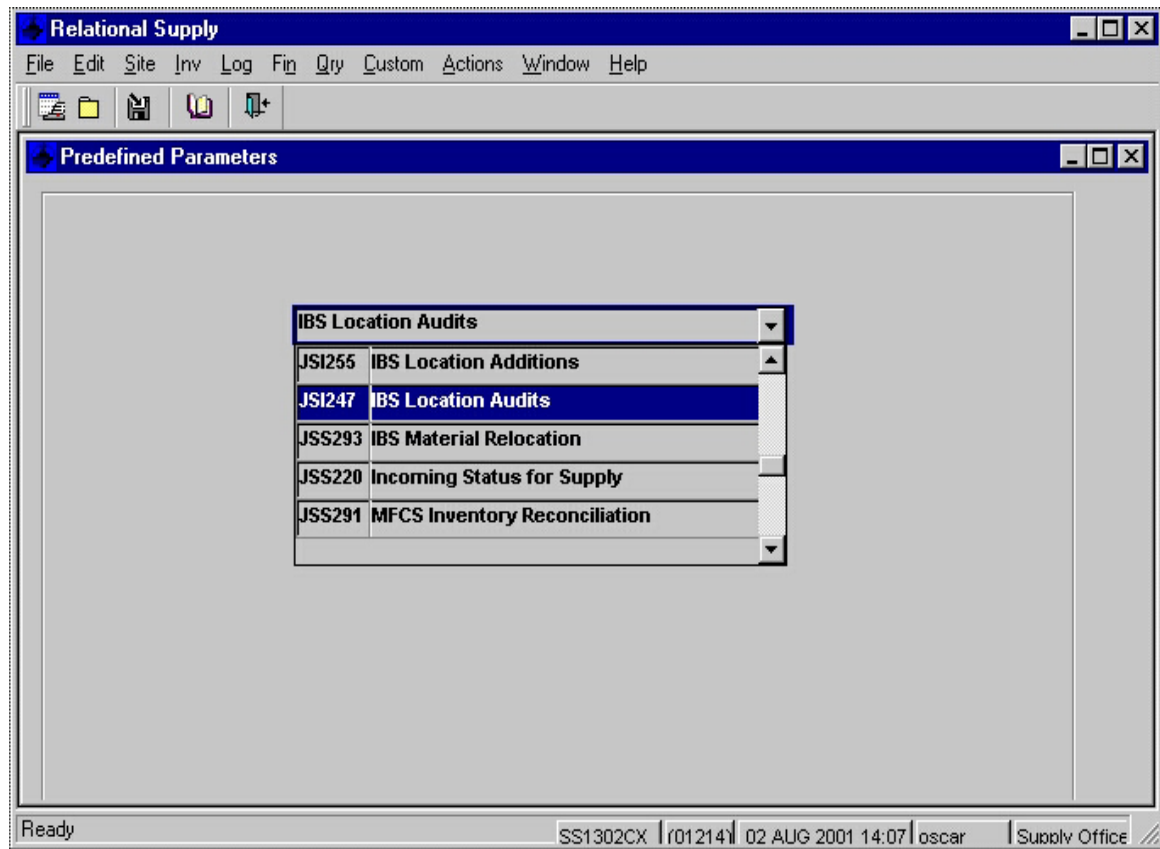
**Figure E**

Step 7: Batch Job Scheduling of a LAP transferred file

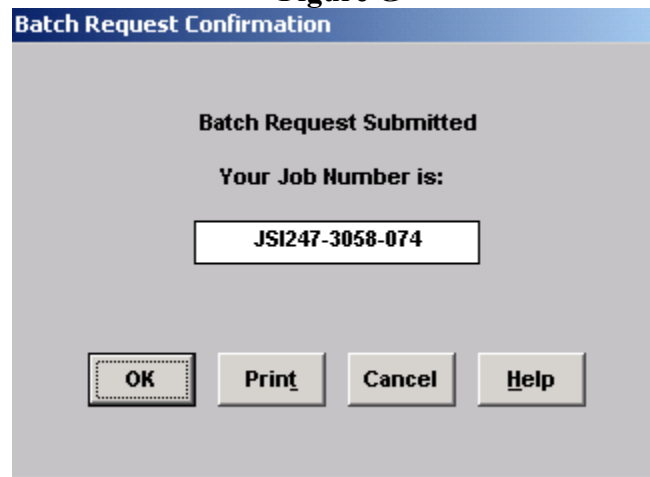
- a. Go to R-supply
- b. Select Site>Management>Site Internal>Batch Job Scheduling>Predefined Parameters (FIGURE F)
- c. Find and Select JSI247- IBS Location Audits (FIGURE G)
- d. Click on the APPLY button
- e. Batch Job Order Number will be assigned, write or print it for future reference (example JSI247-1198-001) (FIGURE H)
- f. Click on the OK button



**Figure F**



**Figure G**



**Figure H**

Step 8: Approve the Batch Job order Number created in Step 8

- Go to R-Supply
  - Select Site>Management>Site Internal>Batch Job Scheduling>Approval
  - Type R on the Batch Job Order number created in Step 7
  - Click on the APPLY button.
- Note: When done, the batch job order number will disappear



Step 9: Transfer the LAP data from the HOST to the SERVER

- a. Go to R-supply
- b. Select File>Utilities>File Transfer>Batch File Transfer
- c. Select Receive from SERVER (FIGURE I)
- d. Click on File
- e. Type the Batch Job Order no. you have just (R) released in Step 9
- f. Drive default: ...data\xfer\ibs\
- g. Click on the APPLY button
- h. Screen display will be similar to this:  
(File Transfer Completed, Successfully:  
C:\program file\ntcss\SUP1CL\data\xfer\ibs\JSI2471198001.LAR created)
- i. Click on the OK button

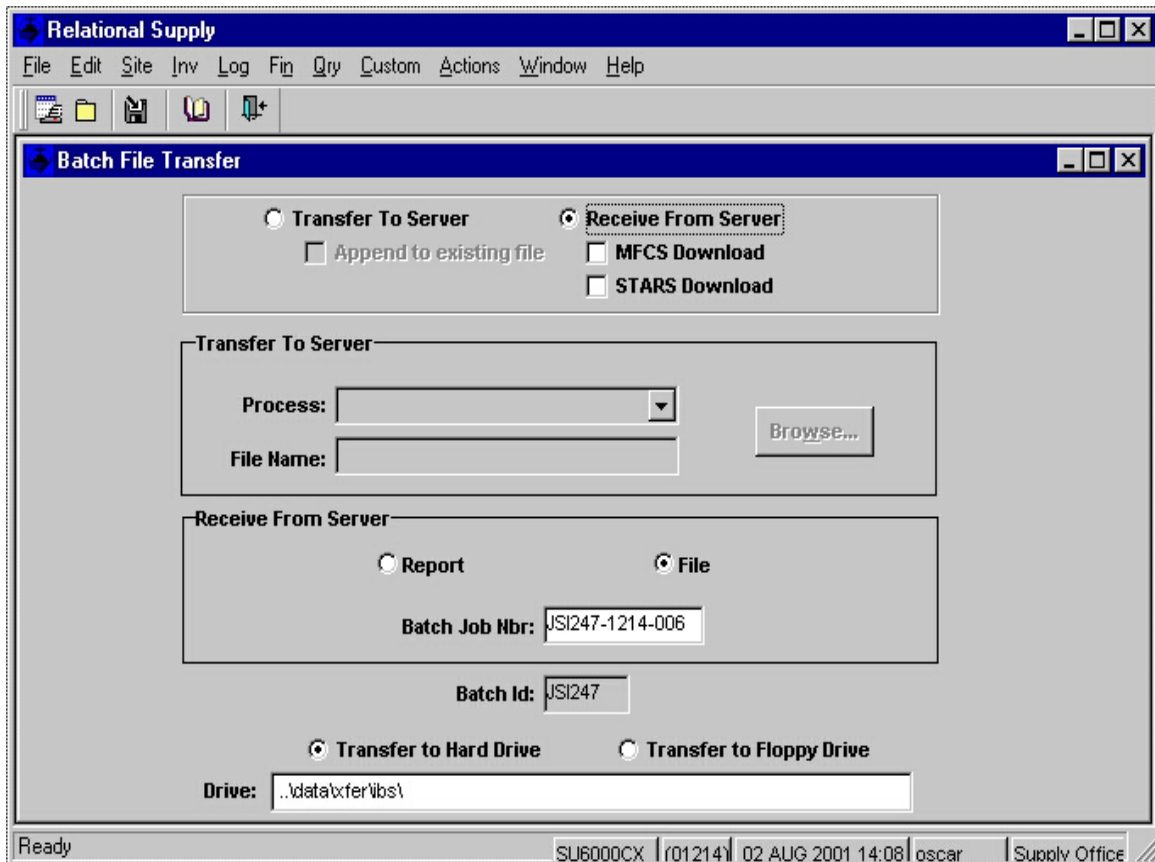
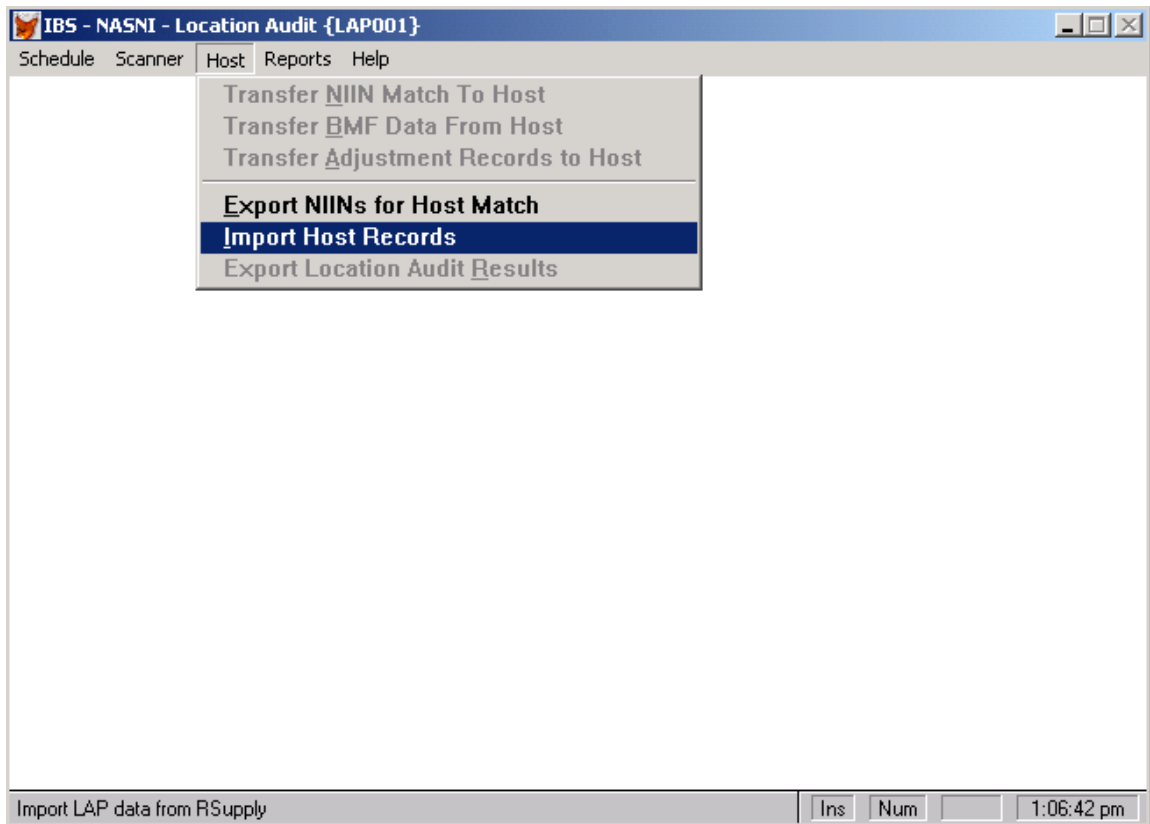


Figure I

Step 10: Process the created JSI247////////.lar into the IBS-NTCSS module

- a. Go to IBS-NTCSS
- b. Select Location Audits
- c. Select HOST>Import HOST records
- d. Select LAP Import File (highlight file) (FIGURE J)
- e. Click on the OK button

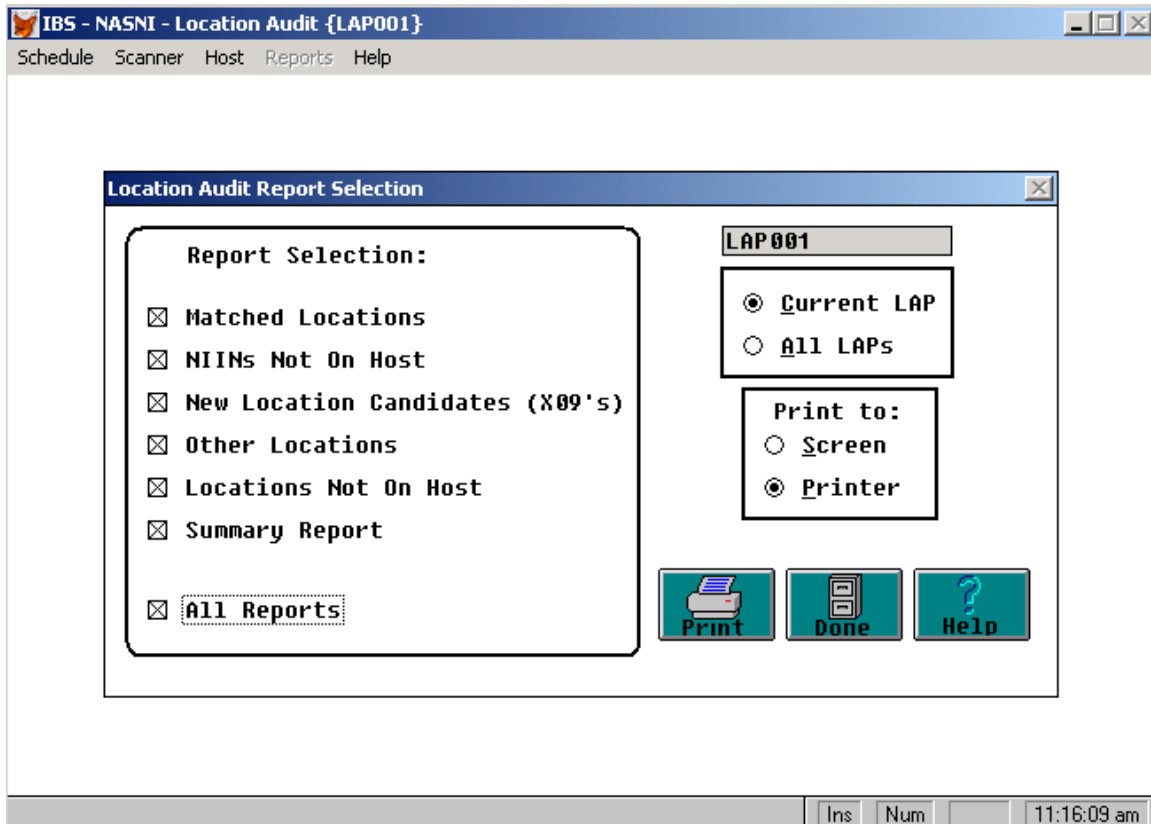


**Figure J**

Step 11: Print the Import HOST Records

- a. Go to IBS-NTCSS
- b. Select Location Audits
- c. Select Reports
- d. Assign X on all reports>PRINT (FIGURE K)
- e. Click DONE when finished

Note: Review the report, if you have NIIN NOT FOUND in the BMF report verify the location for accuracy. For the location where the NIIN is found off by one digit, relocate or move the material to the right location vice X09 Adds.



**FIGURE K**

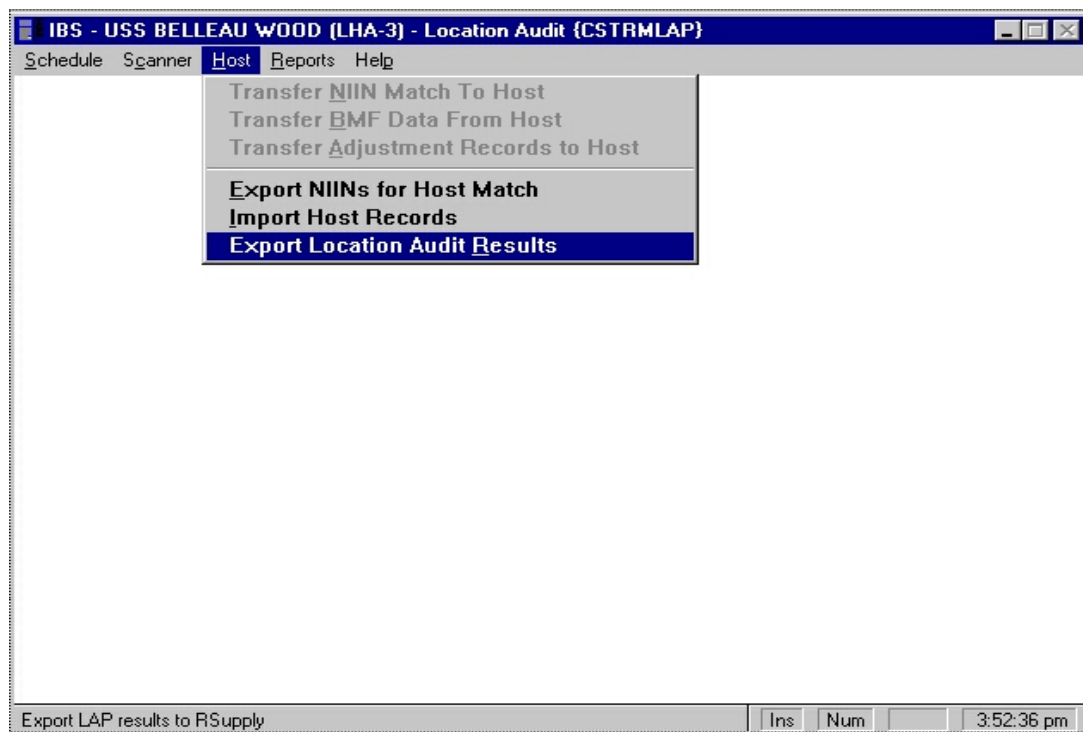
Step 12: Process the ADJUSTMENT to the HOST

- a. Go to IBS-NTCSS
- b. Select Location Audits
- c. Select HOST>Export Audit Location Results (FIGURE L)
- d. Screen display will be "The LAP has been completed"
- e. Click on the OK button

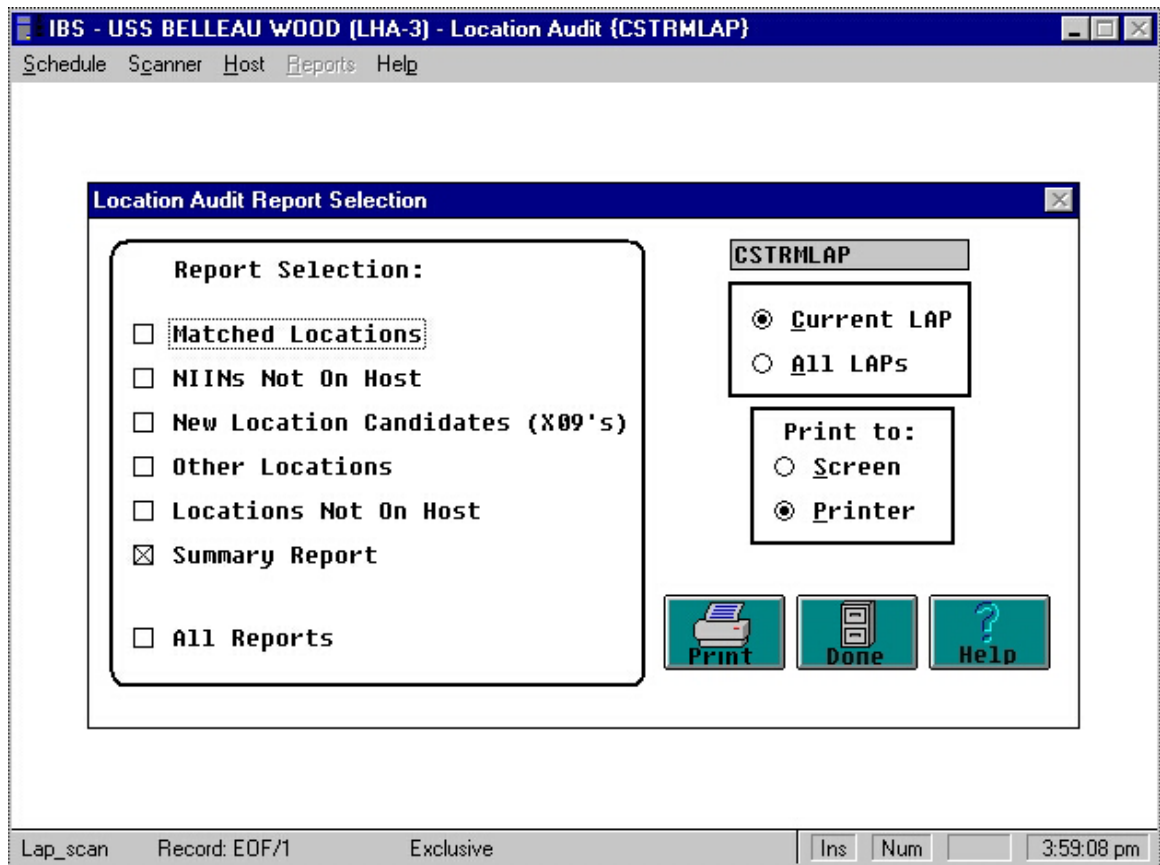
Note: When finished, a file JSI255.lad is created and it should be in (C:\program file\ntcss\data\xfer\ibs). This the right time to EDIT the file if required. Also, if the processing of X09 ADD or Delete will be done manually into the R-supply, REMOVE the transaction before the file transfer to R-supply

- f. PRINT the Summary Report (FIGURE M)
- g. Select Report
- h. Assign X on Summary Report>PRINT
- i. Click DONE when finished

Note: The summary report will show the LAP completion date



**Figure L**



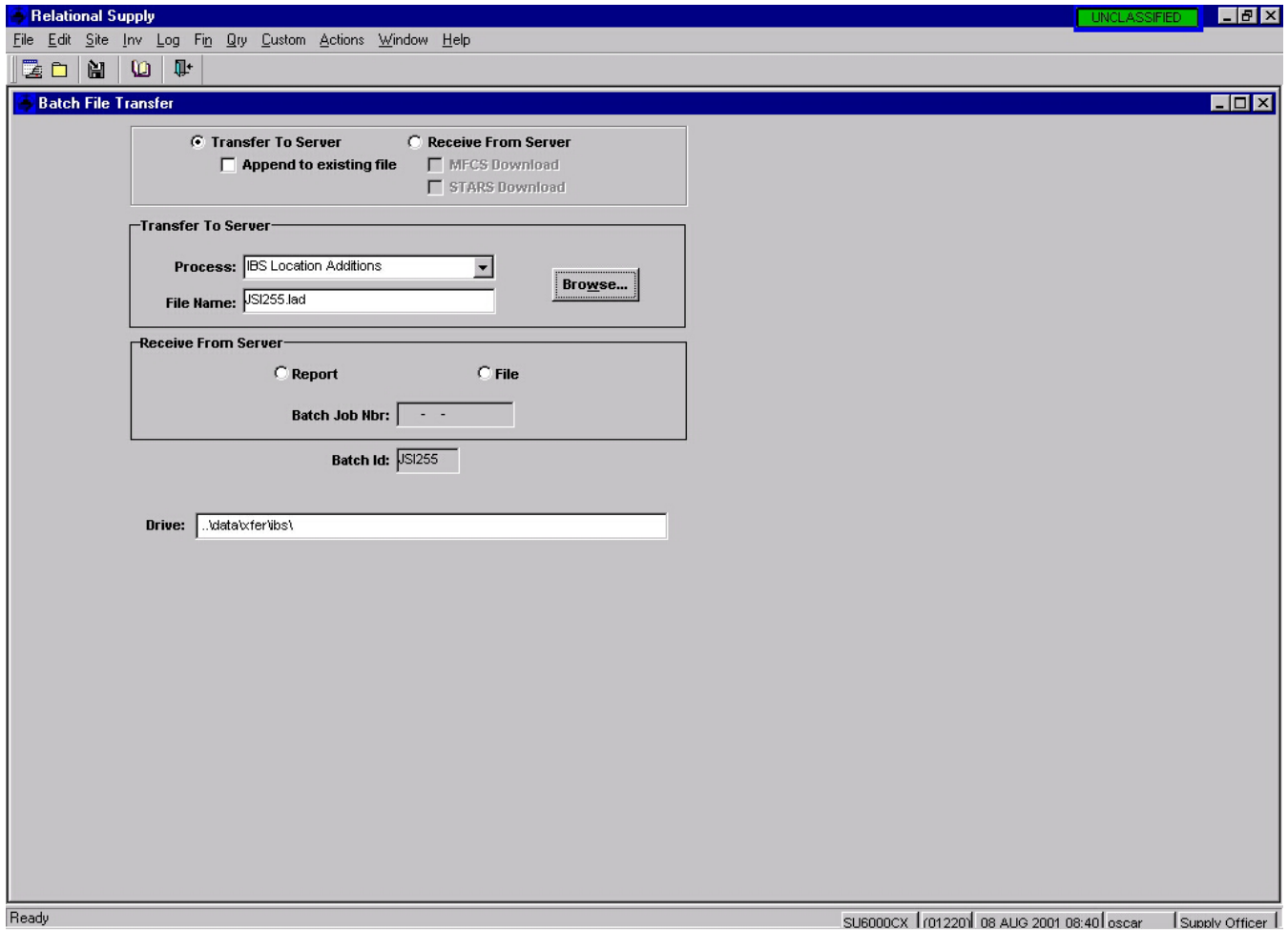
**Figure M**

Step 13: (OPTIONAL) Processing JSI255.lad file to R-supply module

- a. Go to R-supply
- b. Select File>Utilities>File Transfer>Batch File Transfer
- c. Select Transfer to SERVER (FIGURE N)
- d. Drive should be :C:\program file\ntcss\sup1cl\data\xfer\ibs
- e. Process JSI255 – IBS Location Addition
- f. Click on BROWSE to assign the file name
- g. Select JSI255.LAD
- h. Click on the APPLY button
- i. Highlight the printer name and click OK

Note: A screen display will appear like this (File Transfer, Completed Successfully/h/r-supply/data/tape\_in/JSI255 created)

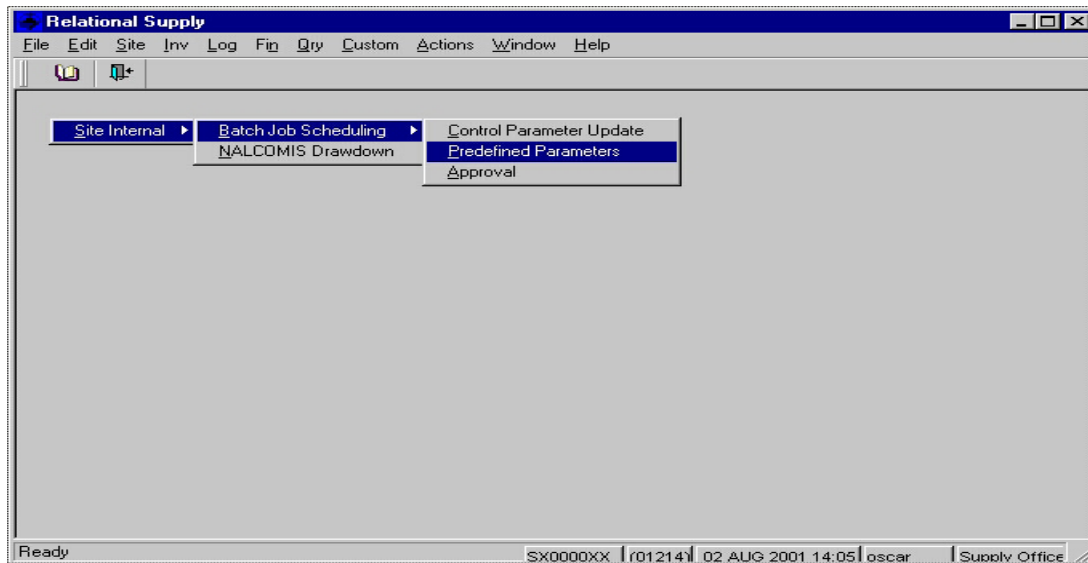
- j. Click on the OK button



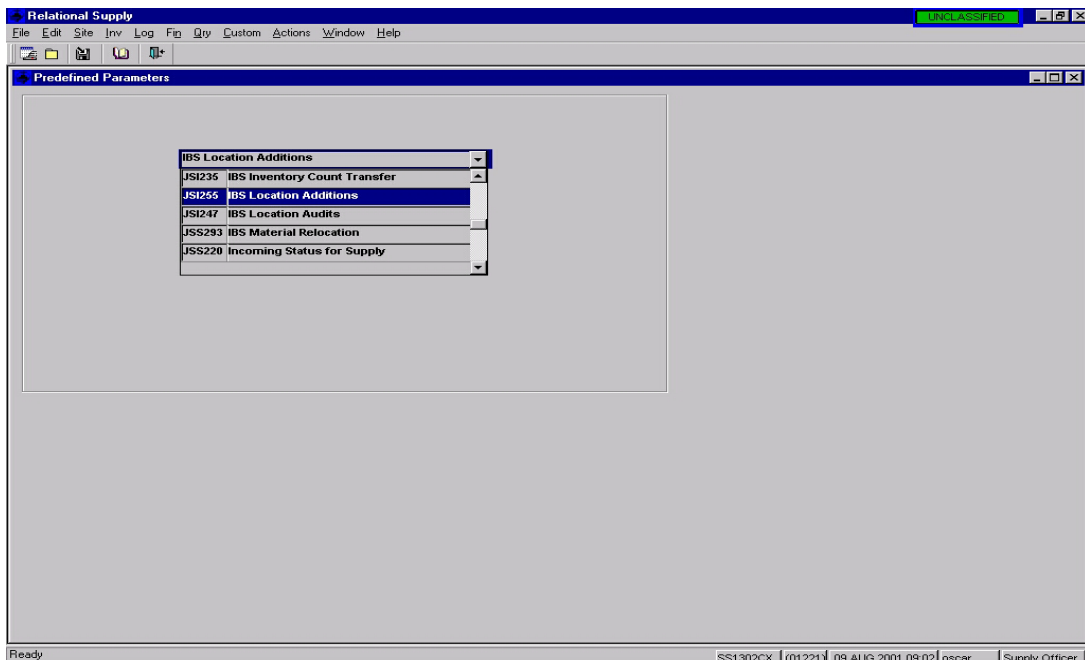
**Figure N**

Step 14: Process the X09 ADD or DELETE in R-supply module to update LOCATION

- a. Go to R-supply
- b. Select Site>Management>Site Internal>Batch Job Scheduling>Predefined Parameters (FIGURE O)
- c. Select JSI255-IBS Location Addition (FIGURE P)
- d. Click on the APPLY button
- e. A Batch Job Order Number will be created , print or write to apply to the next step.
- f. Click on the OK button



**Figure O**



**Figure P**

Step 15: Approve the Batch Job Order Number for JSI255-IBS Location Addition

- a. Go to R-supply
- b. Select Site>Management>Site Internal>Batch Job Scheduling>Approval (FIGURE Q)
- c. Type R on the Batch Job Order Number created from Step 15
- d. Click on the APPLY button

Note: To check the status of the final stage of your LAP process, Randomly query the NIIN you have just processed, by using the query option of the R-supply (FIGURE R)

Relational Supply UNCLASSIFIED

File Edit Site Inv Log Fin Qry Custom Actions Window Help

Approval

Status	Batch Job Nbr	Batch Id	Process Name	User Id	Date/Time Rqstd (ZULU)	Priority	Schd Ind	Copies
R	JSS1103065251	JSS110	Activate DD1348 Document Que	sup005	06 MAR 2003 08:23:35	1	<input type="checkbox"/>	1
R	JSI2553069312	JSI255	IBS Location Additions	ifrederi	10 MAR 2003 12:40:38	3	<input type="checkbox"/>	1

Figure Q

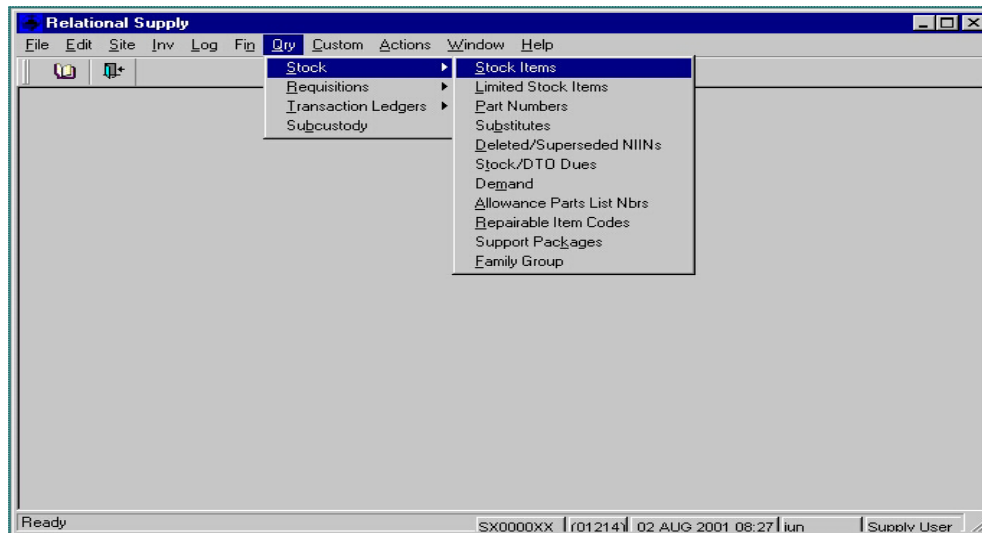


Figure R

### Location Audit Reports

Scanner Download Report  
 Duplicate Records Report  
 NIINs Not on Host Report  
 Locations Not on Host Report  
 Matched Locations Report  
 Other Locations Report  
 New Location Candidates Report  
 Summary Report